



CITY ATTORNEY

Purpose:

To actively support and uphold the City's stated mission and values. To plan, direct, and participate in the provision of complex professional legal services to the Mayor, City Council, City departments and various boards and commissions; and to perform administrative work in directing the legal activities of the City.

Supervision Received and Exercised:

Receives policy direction from the City Council.

Exercises direct supervision over professional and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Coordinate Department activities with those of other departments and outside agencies and organizations; provide legal assistance to the City Manager, Mayor and City Council; prepare and present staff reports and other necessary correspondence.
- Prosecute criminal cases before the Municipal Court; appeal cases in Superior Court.
- Prepare civil cases for trial; investigate claims and complaints by or against the City; try cases before County, State and Federal courts.
- Draft ordinances, resolutions, contracts, deeds, leases and other legal documents; assist in formulating proposed legislation for enactment by the State Legislature in regard to matters of interest to the City.
- Attend legislative sessions in order to represent and promote the interests of the City before committees and representatives.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; advise on legal problems and questions;

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prepare legal opinions for City officials, departments, boards, commissions and the City Council.

- Coordinate activities with legal specialists engaged by the City for the preparation and trial of unusually complex and important cases in which the City may be involved.
- Provide guidance to and review the work of the City Attorneys and Prosecutors.
- Answer communication from the public relating to legal matters affecting the City; advise taxpayers on municipal codes and ordinances.
- Develop, plan, and implement Department goals and objectives; recommend and administer policies and procedures.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Supervise and participate in the development and administration of the Legal Department budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Supervise the maintenance of proper records and reference facilities for the department.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience as a municipal law attorney including trial, administrative and supervisory responsibility.

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Training:

Equivalent to a Jurist Doctorate from an accredited law school.

Licenses/Certifications:

Membership in the State Bar of Arizona, District Court Bar and the Court of Appeals Bar.

This position is unclassified, which means the employee or the City Council can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 0150

FLSA: Exempt